

First Baptist Church of Raytown
10500 E. 350 Hwy., Raytown, MO 64138 (816) 353-1995

Application for Use of Facility*

Date: _____ On-site: _____ Off-site: _____

Organization: _____ Contact Person: _____

Address: _____ City, State, Zip _____

Telephone _____ Secondary Telephone: _____

1) Church Use: ___ 2) Member Use ___ 3) Non-profit Organization ___ 4) Profit Organization ___

Certificate of Insurance: _____

Facility Use Regulations:

1. No smoking or tobacco allowed in the facility.
2. No alcoholic beverages or drugs are to be served in the facility or on church property.
3. Lights are to be turned off.
4. Equipment and furniture used are to be returned to their original location.
5. The facility is to be in the same or better condition when departing as when arriving.
6. All applications will be reviewed and approved/disapproved by a church representative.
7. The organization/person using the facilities is responsible for restricting group individuals to the approved area of the facility.
8. Failure to honor the above regulations may result in custodial and/or restitution fees.
9. A "Hold Harmless Agreement" shall be intentionally secured for all outside groups using the facility.
10. First Baptist Church of Raytown is not responsible for misplaced, lost or stolen articles.

Purpose of Use: _____

Date Desired: _____ Time Desired: from _____ to _____.

Set-up Date: _____ Set-up Time: from _____ to _____.

Date Desired: _____ Time Desired: from _____ to _____.

Set-up Date: _____ Set-up Time: from _____ to _____.

Facility/Room(s) Desired: _____

Number of People in Group: _____

Furniture and Equipment Desired (for specific layout requirements, please provide a detailed drawing on the back of this form).

_____ Tables _____ Chairs _____ White Board _____ Podium _____ Sound Amplification

_____ Other (please describe) _____

_____ Nursery or Preschool _____ Tech Services _____ Food Services _____ Security _____ Sports

Signature of Applicant: _____ Approved By: _____ Date: _____

Facility hours: 7:00am to 9:00pm Building closes at 10:00pm

*Events will not be placed on the church calendar until applicable fees have been paid, certificate of insurance received and application approved.